



Southmead Primary School

Wrafton Road, Braunton, North Devon, EX33 2BU

T: 01271 812448

E: admin@southmead.devon.sch.uk

Headteacher: Mr Nicholas Plumb

Southmead Pre-School

Wrafton Road, Braunton, North Devon, EX33 2BU

T: 01271 812448 ext. 205

E: preschool@southmead.devon.sch.uk

Manager: Mrs Jo Lucas



Southmead School Teaching Assistant – Job Description

Southmead School Teaching Assistants will have

- excellent communication skills to connect with children, colleagues, and parents.
- a nurturing, supportive approach to help our children thrive and reach their potential.
- a commitment to creating a positive learning environment, with a 'can-do' attitude and eagerness to keep growing and learning.

As part of our team, Teaching Assistants may be deployed across the school, from our Pre-School up to Year 6, to meet varying needs.

Flexibility and adaptability are key, as Teaching Assistants may be asked to support different year groups, small groups or individual children depending on the requirements at the time.

Requirements:

- Confident, fluent spoken English to fulfil all aspects of the role.
- The ability to support core subjects up to Year 6.
- A commitment to safeguarding and promoting the welfare of our students.



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Job Description

To work under the instruction of teaching / senior staff, usually in the classroom with the Teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Learning support may also take place outside the main teaching area. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the school's strategic improvement plan and in consultation with the post holder.

Main Responsibilities:

To work under instruction to support learning by:

- working with individuals both 1:1 and in small groups as appropriate to support learning and development.
- using outcomes from learning to plan next steps and learning activities for pupils under the guidance of the Teacher.
- attending to the welfare and personal care of pupils including those with Special Educational Needs and Disabilities.
- undertaking general clerical / organisational support for the Teacher.

Professional Duties - Supporting the Teacher

- Preparing the learning space as directed for learning in lessons and clearing afterwards.
- Assisting with the display of pupils' learning.
- Being aware of pupils' progress / achievements / welfare and reporting these to the Teacher as agreed.
- Undertaking pupil record keeping as requested.
- Contributing to planning of learning and activities.
- Working with the Teacher in managing pupil behaviour and reporting difficulties as appropriate.
- Gathering / reporting information from / to Parents and Carers as directed.
- Understanding pupils' learning needs.

Professional Duties - Supporting the Pupils

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning.
- Attending to the pupils' personal needs and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Encouraging pupils to act independently and responsibly as appropriate.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities led by the Teacher.
- Supporting pupils to understand instructions and learning tasks.



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Professional Duties - Supporting the Pupils (cont.)

- Supporting pupils to develop skills and understanding in all areas of the curriculum.
- Preparing and maintaining equipment / resources as directed by the Teacher and assisting pupils in their use.

Professional Duties - Supporting the School

- Supporting pupils towards becoming independent learners.
- Supporting pupils using IT as directed.
- Understanding and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Contributing to the overall ethos and aims of the school by demonstrating our School Values and upholding the school rules.
- Appreciating and supporting the role of other professionals, attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times.